

**CERTIFICATION STANDARDS & PRACTICES ADVISORY COUNCIL
MEETING MINUTES
July 11, 2002**

**MONTANA HIGHER EDUCATION COMPLEX
COMMISSIONER OF HIGHER EDUCATION
CONFERENCE ROOM 102
2500 BROADWAY
HELENA, MT 59620**

The meeting of the Certification Standards and Practices Advisory Council was called to order by Chair, Calvin Spangler, on Thursday, July 11, 2002, at 8:30 a.m. Members present were Calvin Spangler, Chair, Gloria Curdy, Vice-Chair, Margaret Bowles, George White, Shelly Fortune, and Scott McCulloch. Charla Bunker was absent. Staff present were Peter Donovan, Administrative Officer, Steve Meloy, Executive Secretary for the Board of Public Education, and Tana Haxton, Council Secretary. The following people signed the meeting roster: Bob Vogel, Erik Burke, Bob Clemons, Patty Myers, Don Freshour, Jim Meier, Bob Runkel, Deana Alley, Doug Reisig, Jeff Weldon, Janice Midyett, Darrell Rud, Peggy Azure and Nancy Coopersmith.

The Annual CSPAC Picture for the Newsletter was taken.

ITEM 1: CERTIFICATION ADVISORY COUNCIL BUSINESS MEETING

Calvin Spangler called the meeting to order by asking if there were any changes or concerns regarding the current agenda.

MOTION: Gloria Curdy motioned to move both items 6 and 15 to become part of item 11. George White seconded this motion. The motion was unanimously approved.

MOTION: Margaret Bowles motioned to approve the minutes for the April 11, 12, 2002 CSPAC meeting. Shelly Fortune seconded this motion. The motion was unanimously approved.

Pete Donovan took this opportunity to talk about the plaque that was made for former CSPAC member Dr. Mickey Kolis. Mr. Donovan described the going-away event that took place in Havre for Dr. Kolis and how Dr. Kirk Miller, Chair BPE, presented Dr. Kolis with the plaque and thanked him for all his hard work and effort on the council.

ITEM 2: CHAIR'S REPORT

Steve Meloy started by discussing the Board of Public Education's meeting calendar for the upcoming year. Mr. Meloy suggested that he and Pete Donovan discuss dates of possible meetings for CSPAC at a later time, so as not to coincide with Board of Education and Board of Public Education meeting dates. Mr. Donovan stated that he would report possible meeting dates for 2003 to the council, after he can calendar them with Mr. Meloy. Calvin Spangler agreed to this and reiterated that CSPAC should always have 4 meetings per year. Council members further discussed possible meeting dates and decided that a January joint meeting with the BPE would be most preferable.

Mr. Donovan discussed the upcoming Teacher Forum set for September 15 and 16, 2002, in Butte. He mentioned that the forum dates should be considered when we schedule our next CSPAC meeting. Mr. Spangler requested that all CSPAC members attend the Teacher Forum in Butte. He stated that because CSPAC is co-sponsoring that event, that it is important for all members to attend.

Scott McCulloch asked where the next out-of-town CSPAC meeting would be held. Mr. Donovan stated that he would check on that and get back to him. Mr. Spangler emphasized for Mr. Donovan to get back to the other council members with that answer also.

ITEM 3: BOARD OF PUBLIC EDUCATION REPORT

Steve Meloy stated that the next BPE meeting will take place here in Helena on July 17, 18 and 19, 2002. The day of the 17th will be a retreat style meeting at the Mountain Meadow Inn to draft a 5-year strategic plan. The National Association of the State Boards of Education will facilitate this meeting. Mr. Meloy also told council members that the Board of Education would meet on the 18th at the Capital Building.

Mr. Meloy highlighted that when the BPE released their 2-year plan at this time last year, they issued a press release with it and had a beneficial outcome. The new 5-year plan will go into effect on the 17th of July of this year.

Mr. Meloy explained how he is the chairman of the committee for the State Action for Ed Leadership Project. The Board is sponsoring a forum for this committee on September 24, 2002, in Bozeman. Mr. Meloy went on to say that he is also a member of a leadership group, along with the Commissioner of Higher Education, the Governor's Office and the Office of Public Instruction (OPI). They meet once a month to discuss K-16 issues. As a result of these progressive meetings, in October, there will be a Pathways Roundtable meeting. It will be sponsored by the Education Commission of the States and will take place in Bozeman. All council members were invited to attend both conventions.

Mr. Meloy then brought up legislation and budget issues and a discussion followed with council members. Council members presented their viewpoints on the 10% budget cut that the BPE is experiencing. Mr. Meloy expressed his concern that it is causing hardship with accomplishing monetary goals with both the BPE and CSPAC. He stated that with the budget cuts, the BPE would have to draw out of NASBE dues to sustain on a smaller budget.

Calvin Spangler asked Mr. Meloy to provide him with the CSPAC revenue budget. He stated that this information is important for the council to know. Mr. Meloy agreed and said he would look into this for Mr. Spangler.

ITEM 4: EXECUTIVE COMMITTEE REPORT

Calvin Spangler stated that he did not have any information to report for this committee. He took this opportunity to express his thanks to Margaret Bowles for her time spent as chair of the Chapter 57 Committee. Mr. Spangler publicly recognized all the effort she put forth towards Chapter 57.

ITEM 5: COMMITTEE APPOINTMENTS

Mr. Spangler assigned new CSPAC member, Dr. George White, as chair of the Professional Development and Renewal Committee. All council members were in agreement with this assignment.

ITEM 6: NASDTEC CONFERENCE REPORT

This item was moved as part of item 11.

ITEM 7: ADMINISTRATIVE OFFICER'S REPORT

Pete Donovan started out by highlighting meetings he had attended since CSPAC last met and showed the council a press release that he wrote, regarding reappointment of CSPAC members. He said that he would be working on the fall CSPAC newsletter soon. Calvin Spangler suggested that Mr. Donovan emphasize research that CSPAC has done in the annual newsletter.

Mr. Donovan also took this opportunity to express his gratification towards the staff of both the BPE and the CSPAC committee for all their cooperation together and stated that he is looking forward to their upcoming joint meeting. He also publicly thanked Tana Haxton for all her work as the CSPAC Council Secretary.

ITEM 8: PRESENTATION OF CHAPTER 57 TASK FORCE RECOMMENDATIONS ON TEACHER, ADMINISTRATOR AND SPECIALIST CERTIFICATION RULES

This item was scheduled for presentation at 9:30 AM. Margaret Bowles started by saying that the purpose of this report is to present the final proposed draft of the Chapter 57 document to the CSPAC council for approval. If the draft is approved by CSPAC, it is the intention of the Chapter 57 committee to continue on for the Board of Public Education's approval and to start the hearing process.

Ms. Bowles said she enjoyed the progress her committee made and talked about 3 key points regarding Chapter 57. She began with what their situation was like in the beginning of this process, where they have gone from that point and finally, what they have accomplished.

Beginning with the facts, Ms. Bowles reported that her committee was assigned to her in 2000. The Chapter 57 document was originally put together in 1972 and had some minor revisions in 1995, but they were not significant changes. She said that she had sensed urgency to get Chapter 57 updated and the committee worked hard to get that accomplished, while at the same time, remain thorough in it's work.

Explaining where the committee has been, Ms. Bowles talked about how the committee came to be organized in the fall of 2000. She wanted members that represented Montana's diverse educational community, so each could discuss within their own

organization, ways to improve the document. Discussions were held statewide for these reasons. She then went on to introduce all Chapter 57 committee members (many were present) and publicly thanked them for all their hard work.

Ms. Bowles went on to highlight Chapter 57 events that have taken place since CSPAC last met in April. She gave credit to Jeff Weldon's and Kim Kradolfer's legal expertise for their work on sub-sections 6, 7-8. They were able to combine sub-sections 6, 7-8 and make them into sub-section 6. These sections had been repetitive and both were not needed. Ms. Bowles commented that the section is now clear, concise, cross-referenced and sequential.

Bev Marlow addressed the specific steps of adoption procedures for the Administrative Rules of Montana (ARMS). She explained that once the draft is approved by the BPE, the Chapter 57 document will be posted on the Office of Public Instruction's website for public comment. There is also a list of individuals that will be mailed a personal copy to review. Ms. Marlow went on to say that there will then be a hearing scheduled for the public to make their comments. Once this public comment period expires, all comments will go back to the BPE for consideration. The BPE will then publish an adoption notice on November 18, 2002, which is also a final notice. This adoption notice will explain which rules were adopted as proposed and which rules were adopted with amendments. The BPE is also required to respond to all comments received. She stated that the new rules will be published on November 28th and will be in effect as of November 29, 2002.

Jeff Weldon stated that the committee added mandatory criminal background checks to the Chapter 57 document. All teacher certification applicants are subject, and in turn, these background checks will help to decide whether a teacher should become certified in Montana. Mr. Weldon explained that the committee made a series of questions for superintendents to ask potential certificate candidates.

George White asked Mr. Weldon how long background checks would stay valid. Erik Burke, on Mr. Weldon's behalf, replied that the time frame would be up to 2 years as a maximum.

Ms. Bowles then continued with accomplishments of the Chapter 57 committee. She stated the document had not been user friendly in sections such as the teacher reinstatement language. That language was eliminated. Ms. Bowles said the recency requirement section was rewritten several times and is now clearly readable. Under teacher licensure, a new section was added entitled, "Administrative License for Special Education Supervisor Endorsement." Ms. Bowles stated that this opens up a teaching avenue for professionals who already work in the field of special education, but have not been able to become teacher certified. This will help Montana's teacher shortage and open up more career options for those who want to change their career to teaching.

Ms. Bowles also explained that previously, those with a Class C certificate were provisional teachers and had to work very hard to obtain their teaching certificate. This Class 4 C certificate is for individuals that do not need to work towards teacher licensure, but would like to teach a specified skill they have. Certain qualifications of

that individual make the Class C certificate an option for them. Ms. Bowles stated that a Class C certificate is a beneficial choice for Montana's rural communities that have problems finding teachers for selective classes.

Ms. Bowles thanked Bob Runkel, OPI and Steve Gettel, MSDB, for helping change the Special Education Endorsement section. She stated this is the most significant change the Chapter 57 committee has seen. Since many teachers with out-of-state special education degrees have not been able to become certified in Montana, the state was experiencing a low number of educators that could teach special needs. Ms. Bowles stated that the changes Mr. Runkel and Mr. Gettel and the committee came up with would now allow out-of-state special education teachers to teach in Montana. They would now be able to become certified.

Ms. Bowles went on to highlight issues that had not been discussed in several months, but were of high importance to the committee as well. They were listed as:

1. The 5-12 endorsement instead of the 5-12 and 7-12 endorsements. This change will eliminate discussion on the middle school endorsement.
2. Ms. Bowles stated that the PPST test has been discussed and will still be an ongoing discussion. Educators from Higher Ed will meet in August to discuss the next steps regarding this issue.
3. As a result of the Permissive School competency discussions, educators will be working together to define course work that will be clear as to what classes these individuals should take.
4. Ms. Bowles talked about accreditation issues and how Sue Dandliker was very important to the committee. Ms. Dandliker has retired, so Ms. Bowles stated that she was very glad to have the opportunity to work with her. Together, the committee has rewritten criteria for substitute teaching. They have made a requirement for substitute teachers to have at least a high school diploma or GED. Also, all non-certified substitutes must have at least 3 hours of training. Ms. Bowles commented that this is a start for more work in this area.
5. Internships language is being crafted for superintendents and principals. Internships for teachers have been put in the accreditation section of the document.
6. Ms. Bowles stated that definitions for teachers are now in harmony with Chapter 55 and the statutes. She said they now appear streamlined and connected together well.
7. Language for assignments of district superintendents and principals has been refined.

Lastly, Ms. Bowles gave a heartfelt thank you to the Ch. 57 committee for all their hard work and dedication. She then opened the discussion for any questions or comments from both CSPAC and the audience.

Erik Burke took this opportunity to thank Ms. Bowles for her dedicated work on this committee and for being a great chair. He further stated that the newly revised Chapter 57 document would help Montana educators for years to come.

MOTION: Margaret Bowles motioned for the council to approve the Chapter 57 document and send it to the Board of Public Education to begin the hearing process. Gloria Curdy seconded this motion. The motion was unanimously approved.

ITEM 9: MONTANA COMMISSION ON TEACHING UPDATE

Margaret Bowles and Erik Burke showed the Power Point Presentation on assessment to the CSPAC committee. They also went over the brochure entitled "Testing, Testing, 1, 2, 3." A discussion followed with CSPAC members giving them comments and suggestions for improvement.

Ms. Bowles stated that she and Mr. Burke, on behalf of the Montana Commission on Teaching (MCT), will officially unveil this presentation at the Teacher Forum. They will be handing out the brochure and primer ahead of time, as a preview at the forum.

Ms. Bowles and Mr. Burke will also present at the upcoming BPE meeting on July 18, 2002. They plan to reach other target groups such as the Reading Council, MEA-MFT, school boards, the media, legislators, and the School Administrators of Montana (SAM). Ms. Bowles stated that MCT members will discuss ways to further expand the viewing of the Power Point Presentation at their next meeting. She named curriculum groups and the PTA as organizations the MCT would like to find ways to reach out to next.

ITEM 10: UPDATE ON MONTANA TEACHER FORUM

Gloria Curdy reported that the Teacher Forum is being held on September 15 & 16, 2002 in Butte this year. She said that the forum has been scheduled to accommodate people well and the information that will be presented is beneficial to the council.

Calvin Spangler emphasized that all council members should try attend this forum. He asked that Tana Haxton, Council Secretary, make arrangements and reservations for everyone on the council.

ITEM 11: PRE-PROFESSIONAL PREPARATION AND DEVELOPMENT COMMITTEE REPORT

Margaret Bowles reported to the council that she, Pete Donovan and Shelly Fortune attended the NASDTEC Conference in St. Louis, Missouri, on June 14-17, 2002. She said the conference focused on alternative routes for certification. They learned on a national level, how more teachers are being brought into classrooms. Ms Bowles also stated that employees from OPI were there and were nice colleagues to see involved. Ms. Fortune commented that she learned a lot from the conference and was glad to have had the opportunity to attend.

George White spoke briefly about two handouts he gave to council members. Both Gloria Curdy and Scott McCulloch commented that his informational handouts were very relevant to council concerns.

ITEM 12: PROFESSIONAL ETHICS COMMITTEE REPORT

Scott McCulloch stated that he did not have anything to report at this time.

Calvin Spangler said that he wants this committee to report on the ethics of the issue of teachers signing contracts in one district and seeking jobs in another.

ITEM 13: RESEARCH PROJECTS OVERSIGHT COMMITTEE REPORT

Dori Neilson started out by explaining survey results from her report “Who Will Teach Montana’s Children – A 2002 Follow-up Study.” Ms. Neilson stated that she had sent out this survey to school district administrators, principals, county superintendents, special education school programs and teacher education programs. She went on to report that out of the 100 Montana 1 & 2 teacher schools, all but 2 responded. Also, 90% of the special education schools responded, 77% of the district special education programs responded and all of the teacher education programs responded. Ms. Neilson commented the response rates were remarkable.

Ms. Neilson continued to explain her findings from the study and reported that she will be making minor changes. She also discussed her findings on teacher salary and retirement. Teachers are leaving our state due to salary differences between Montana and other states. Ms. Neilson stated her findings seem to circle around this on-going issue. She reiterated that it is because Montana does not have better teacher salary benefits and retirement incentives that a teacher shortage is happening. She said her research also supports that retirements in our state have increased dramatically in the past 10 years.

Calvin Spangler asked that CSPAC find information on the hiring incentives of other states to provide to the legislators. He wants to know what kinds of incentives these other states are offering to entice and keep teachers in their state. Ms. Neilson listed examples of program incentives that she is aware of, including lower home mortgages, lower student loan debt, and better retirement plans for teachers. She also stated that Montana’s students rank very high on the level of education received and are very valuable as teachers. Our state should be able to keep them here. Mr. Spangler said it is beneficial for the council to be aware of all of the reasons Montana students are leaving.

Mr. Spangler suggested that the council get this publication circulated as soon as possible. Along with 150 going to the legislatures, the council decided that every school in Montana should receive a copy. This should also be given to the media by way of a press release. Mr. Spangler wants this press release to happen by July 29th. The Office of Public Instruction (OPI) agreed to list it on their website and send the document via e-mail to superintendents and school administrators. Ms. Neilson stated that the council should have enough hardcopies of this publication for mailings. She had 700 copies made and will have them delivered to CSPAC right away. She can easily make more copies if the council needs them.

After Ms. Neilson’s report ended at 1:30, Don Freshour took the council through his report. He discussed the 9 main sections of the report that were specific to the study of the PPST test. Of those 9 areas, there were 5 places where data could not be

analyzed, because it was not readily available. He explained that he contacted both community and private colleges for the information pertaining to this study.

The council briefly intervened for a 3pm scheduled conference call with Joyce Silverthorne, BPE. They postponed the conclusion of Mr. Freshour's report to after Ms. Silverthorne's call. Ms. Silverthorne talked about the subject of e-learning. She discussed ways the BPE is examining the definition, what kind of practices would be acceptable and how to credit courses that have already been developed. She said that there are a number of schools hoping to incorporate e-learning as a way to expand their curriculum. Ms. Silverthorne wants CSPAC to obtain nationwide information, as a way to better understand how to implement e-learning into Montana's curriculum. She also asked that a proposal be written for this.

Gloria Curdy commented that the council tried 3 years ago to address this issue, but was not successful due to out-of-state concerns. Ms. Silverthorne replied that the more Montanans receive information on e-learning and see that it would be beneficial to both our small and large schools, the more likely we are to have success with the issue this time. She went on to say that the subject needs to be addressed, because more and more students are using e-learning nationwide, to learn from a distance. She would like e-learning incorporated into different avenues of education and stated that Montana needs more direction on how to accomplish this goal.

Calvin Spangler replied this is a relatively unknown subject for our state and asked Ms. Silverthorne to clarify how the BPE recommends CSPAC handle this. She said the study should be directed towards K-12 student preparation for diplomas, but would check for sure with the BPE. Mr. Spangler assigned e-learning to Ms. Curdy's Pre-Professional Preparation and Development Committee and stated this is to be an item of discussion at the next CSPAC meeting.

Ms. Silverthorne next discussed the issue of Native American studies. She said teachers should integrate more Native American subjects into the classroom. The 15 credits required for Native American endorsements for teachers in Montana is not enough to have a clear understanding of the culture. Mr. Spangler assigned this issue to the Pre-Professional Preparation and Development Committee, but the council decided to wait to address this issue, until the BPE comes to them with a solid proposal.

Mr. Freshour then continued with the rest of his report. He stated statistics show that there is a basic skills gap in teacher education and Montana needs to address this issue further. He said that the reasoning of this gap might be social and cultural differences within the state, specifically with Montana's minorities. The deadline for this report is December 4, 2002.

The council reviewed the e-mail sent to Mr. Donovan by Diane Fladmo, BPE. It listed the areas of e-learning and assessment issues that CSPAC could assist the BPE with. The first issue was ESEA and the second issue was the study of implementation of federal legislation. The council was in favor of Ms. Fladmo's suggested topics of research.

ITEM 14: PROFESSIONAL DEVELOPMENT AND RENEWAL COMMITTEE REPORT

Calvin Spangler had no information to report at this time, but stated that this committee is now assigned to George White.

ITEM 15: THE FIRST STATE TITLE II REPORTS ON THE QUALITY OF TEACHER PREPARATION

This item was moved as part of item 11.

ITEM 16: GOAL SETTING

Margaret Bowles reported that out of the council's 7 long-term goals, the Chapter 57 committee addressed 6 out of those 7. She also said that since Chapter 57 addressed 5 out of 6 short-term goals, and 3 out of 7 on-going goals, it has been a very productive year for the council.

Calvin Spangler said CSPAC council would readopt and refocus on council goals in January 2003. Gloria Curdy commented that she liked the way Ms. Bowles tied in council goals to her committee and suggested that the other council members do this as well. This would show what council goals have been reached. Ms. Curdy stated this review should take place on a regular basis.

ITEM 17: FUTURE AGENDA ITEMS

Calvin Spangler suggested adding the topic of budget revenue issues to every agenda from now on. Council members were in agreement with this idea.

In reference to Item 12, Mr. Spangler had stated that he wanted the Professional Ethics Committee to report on the issue of teachers that sign contracts in one district and seek jobs in another. He asked how ethical this is to the districts that teachers have signed contracts with.

In reference to Item 13, both Diane Fladmo and Joyce Silverthorne, BPE, had suggested researching e-learning issues. Ms. Fladmo also stated she would like to see research in the area of assessment.

ITEM 18: ELECTION OF CSPAC OFFICERS

Calvin Spangler asked the council to nominate their yearly officers.

MOTION: Gloria Curdy nominated Calvin Spangler for chair of the CSPAC. Margaret Bowles seconded this motion. The motion was unanimously approved.

MOTION: Margaret Bowles nominated Gloria Curdy for vice-chair of the CSPAC. Calvin Spangler seconded this motion. The motion was unanimously approved.

Mr. Spangler thanked council members for their participation and consideration towards accomplishing a 1-day meeting. The meeting adjourned at 4:35 PM.